

1996 QUALIFYING ENCUMBRANCES

One of the considerations for Purchase Orders/Direct Purchase Orders to be treated as a qualifying encumbrance is that the Purchase Order/Direct Purchase Order must be **posted** in ADPICS and R*STARS on or before September 15.

Orders that need to go through an approval path must be completely through the approval path and **posted** in ADPICS and R*STARS on or before September 15.

Orders posted in ADPICS and R*STARS **ON** or before Saturday, September 14, will be considered to have met the September 15 Statutory deadline. Orders posted in ADPICS and R*STARS on Monday, September 16, will **NOT** be considered to have met the September 15 statutory requirement.

See Chapter 14, Section 1 of the Office of Financial Management's Year-End Closing Guide for the additional eligibility criteria for encumbrances to be considered a qualifying encumbrance for financial reporting purposes.

MAIN FACS AVAILABILITY

MAIN FACS will be available for additional hours as follows:

Thursday, September 12 7:00 a.m. to 7:00 p.m.

Friday, September 13 7:00 a.m. to 7:00 p.m.

Saturday, September 14 9:00 a.m. to 4:00 p.m.

MAIN FACS will not be available on Sunday, September 15, 1996.